

**TRANSMITTAL NUMBER: 99-**

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**TO: All DOB and Performance Sample County Staff****SUBJECT/PURPOSE: Federal Difference Process****RELATED REFERENCE: Federal Difference Handbook****SUPERSEDES: None****EFFECTIVE DATE: Upon Receipt****BACKGROUND:**

Federal Differences have always had a high priority in the total QC process. Because of the regression formula FNS uses when they discover a difference, even a minor difference can significantly impact California's final error rate. Therefore, it is important that federal Differences are handled as accurately and efficiently as possible. Historically, the focal point for a federal difference was the District Manager. He or she made sure that a difference received for their district was handled promptly and they would make sure that the difference was resolved. Since our organization has gone away from the District Manager concept, the focal point now will be the Program Information Analyst (PIA) for CPS counties. Los Angeles county cases and small county cases will still be the responsibility of the appropriate unit manager.

**INSTRUCTIONS:**

When a federal difference is received by FOB, the Federal Difference Coordinator will promptly fax a copy of the difference and all relevant supporting documentation to the appropriate PIA or unit manager. That person will be responsible for making sure that the federal difference is responded to in the proper time frame to meet federal due dates (currently 28 days, however, effective with 10/98 cases, the time frame is shortened to 20 calendar days). If the error is in a CPS county, the PIA should immediately fax the same information to the appropriate QC supervisor in the affected county.

The PIA is responsible for the necessary case work to resolve the issue. The case analysis and/or field work will be the basis for either agreeing with the federal finding, upholding the state finding, or some modification to either finding. Although the final decision will still be the responsibility of the Federal Difference Coordinator, the information the PIA supplies will be the major criteria in reaching a decision. Therefore, it is imperative that the PIA takes the lead in resolving any federal differences in their respective CPS county.

**COUNTY INQUIRIES: County Program Information Analyst****DOB INQUIRIES: Michael Bowman-Jones  
FOB Program Review Analyst (909) 862-8116**

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**GARY SWANSON, Chief**  
**Data Operations Branch**

Attachment(s):